

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT
THIS IS NOT AN OFFICIAL EXAMINATION**

Intermediate Typist Clerk

The Countywide Housing, Employment and Education Resource Development (CHEERD) division has an opening for an Intermediate Typist Clerk to provide clerical support to the Federal Housing Subsidies Unit (FHSU).

ESSENTIAL DUTIES:

- Schedule, coordinate, and notify DMH providers of interview and certificate issuance appointments at Housing Authority
- Assist with obtaining Integrated System (IS) and Integrated Behavioral Health Information System (IBHIS) information from COGNOS to generate data reports
- Enter data into the Homeless Management Information System (HMIS)
- Enter information into several internal spreadsheets and assist with preparing reports
- Process all incoming Pre-Authorization forms including entering them in an intake spreadsheet
- Prepare housing applications for submission to Housing Authority, including photocopying and dating application
- Collect and track quarterly reports from Housing Liaisons/Specialists and file them
- Look up service utilization information in the IS/IBHIS
- Reserve conference rooms for monthly Housing Liaison Meetings
- Follow up with Housing Liaisons/Housing Specialists and Case Managers regarding information for reports and other issues
- Maintain central phone roster of Housing Liaisons and their supervisors
- Provide support during monthly Housing Liaison meetings
- Provide backup phone coverage and support for CHEERD management as needed

DESIRABLE QUALIFICATIONS:

- Extensive computer knowledge and skills with Word, Outlook, Excel and ACCESS
- Strong organizational skills and attention to detail
- Ability to prioritize and to adjust priorities as needed
- Flexibility and the willingness to alter planned work flow as needed
- Ability to multi-task throughout the day and to work with interruptions
- Effective communication skills, both verbally and in writing
- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff.

Interested individuals who currently hold the payroll title of Intermediate Typist Clerk are encouraged to email their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Priscilla Moore, Sr. MHC, RN
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FAX: (213) 637-2336
AN EQUAL OPPORTUNITY EMPLOYER**